



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	2	Licensing Procedures	
Section	1	<b>Application for a license (N.J.A.C. 10:122-2.1)</b>	

### §10:122-2.1 Application for a license

(a) No person shall operate a center without first securing a license from the Office of Licensing. Any person who operates a center that does not have a valid license, or who uses fraud or misrepresentation in obtaining a license or who advertises or provides any service not authorized by a valid license, or who violates any other provision of the laws specified in N.J.A.C. 10:122-1.1(a), is guilty of a crime of the fourth degree, pursuant to N.J.S.A. 30:5B-13.

(b) A person applying for an initial license or renewal license to operate a center or relocation of a center shall submit a completed application to the Office of Licensing at least 45 days prior to the anticipated opening of the center or to the expiration of its existing regular license.

(c) An applicant for an initial or renewal license shall submit, with the completed application form, the specified licensing fee listed in the chart below, in the form of a check or money order made payable to the "Treasurer, State of New Jersey."

#### LICENSING FEES FOR CENTERS

Center's Licensed Capacity

	Three Year Fee
6-15	\$ 110.00
16-30	\$ 140.00
31-60	\$ 165.00
61-100	\$ 195.00
101-180	\$ 220.00
181 and up	\$ 250.00

(d) In lieu of the fees specified in (c) above, an applicant for an initial or renewal license who operates a Head Start Center, pursuant to 42 U.S.C. §§ 9381 et seq., or a school-age child care program that does not charge a fee or require other compensation or services from parents, shall submit with the completed application form a \$ 110.00

licensing fee, in the form of a check or money order made payable to the "Treasurer, State of New Jersey."

(e) If the application is denied, or the center does not open, the Office of Licensing will refund the licensing fee to the applicant.

(f) The licensing fee will not be refunded once the Office of Licensing issues the center a license.